

Hawaii Public Housing Authority
RFI HPB 2009-14
Homelessness Prevention and Rapid Re-Housing

Questions and Answers

March 31, 2009

Question 1: What if an organization, for example send their staff members to the CoC meetings on Kauai and the Big Island but not Maui, how would they be scored. Would the reviewers have to take out the Maui part? How would that be done?

Response: *For any proposals submitted for services in more than one county, the evaluation shall be based on the cumulative number of CoC meetings that occurred for the counties in which the services shall be provided and the number of CoC meetings in each respective county that the applicant attended. See example below, the Evaluator shall base the scoring on 27 meetings attended.*

| County | # of CoC Meetings | # of CoC Meetings Attended |
|------------------|-------------------|----------------------------|
| Hawaii | 10 | 8 |
| Kauai | 10 | 9 |
| Maui | 10 | 10 |
| Cumulative Total | 30 | 27 |

Question 2: Do we need to do a budget for each year or can we just do one for the three (3) year period 2009-2011?

Response: *Only one (1), SPO-H-205 Proposal Budget for the three (3) years, however each of the three (3) years in the SPO-H-205 must be itemized separately, and combine the total in a separate column. The budget justifications are to be completed based on the total amounts itemized for the three (3) years of expenditures.*

Question 3: Do we need to do an application of intent? If so, where might I find it?

Response: *No, none is required.*

Question 4: Can we submit one proposal to provide services on more than one county?

Response: *Yes, a Sub-grantee may submit one proposal for the programs to be executed on several counties.*

Question 5: What is the Program Overview for?

Response: *The Program Overview provides the applicant the opportunity to inform the Evaluators about the services being offered, and describing the applicants' goal and objectives related to the proposed services. In a clear and concise manner describe your agency and the proposed services as you were writing to someone who knows nothing about your agency.*

Question 6: Can a local government agency submit an application?

Response: Yes, Based on the HUD Docket No. FR-5307-N-01, section I.B (pg.8), Sub-grantee is defined as:

1. State sub-grantee means any unit of general local government or private nonprofit organization to which a state distributes HPRP grants amounts; and
2. Sub-grantees means any private nonprofit organization or unit of general local government to which a grantee provide funds to carry out the eligible activities under the grantee and which a accountable to the grantee for the use of the funds.

See Docket No. FR-5307-N-01, Notice of Allocation, Application Procedures, and Requirement for Homelessness Prevention and Rapid Re-housing Grantees under the American Recovery and Reinvestment Act of 2009, (HUD Docket No. FR-5307-N-0).

Question 7: Can the CoC decide on the agency(ies) they will allow to submit an application.

Response: All applicants who meet the requirements under RFI section I. VI. A and the HUD definition of a Sub-grantee as listed in the response to Question 6 above are eligible to submit an application.

Question 8: Who do we send the completed proposal to, and who do we contact?

Response: Proposal Mail-in and Delivery Information:

Hawaii Public Housing Authority (HPHA)
Central Files
1002 North School Street , Bldg D
P.O. Box 1709
Honolulu, Hawaii 96817

Inquiries regarding this RFI should be directed to the RFI contact person, Phyllis Ono, Hawaii Public Housing Authority, Contracts and Procurement Office, 1002 North School Street, Bldg. D, Honolulu, Hawaii, telephone: (808) 832- 6090, fax: (808) 832-6039.

Question 9: Does a participant need an eviction notice for any arrears on the utilities for an over due bill enough to quantify them for help?

Response: As stated in the HUD Docket No. FR-5307-N-01, section IV.A.5.c, (pg.16) requires that the program participant or a member of his/her household has an account in his/her name, with a utility company or proof of responsibility to make utility payments, such as cancelled checks or receipts in his/her name from a utility company. Any further ruling or program participant eligibility should be based on the design of your program. Your program design should demonstrate the reasonableness and soundness of managing your program and its ability to provide the services to the potential participants.

Question 10: Can a participant be assisted with multiple funding sources (ie. TANF Housing Placement, Grant Program – SHEG)?

Response: As stated in the HUD Docket No. FR-5307-N-0, section IV.A.5 (pg 15-16), rental assistance payments cannot be made on behalf of eligible individuals or families for the same period of time and for the same cost types that are being provide through

another federal, state, or local housing subsidy program. Cost types are the categories of eligible HPRP financial assistance: rent, either the client portions or the subsidy; security deposit, utility deposits, utility payments, moving cost assistance, and hotel/motel vouchers.

*However in section IV.A.5.b, in contrast to the requirements regarding rental assistance payment, **security and utility deposits covering the same period of time in which assistance is being provide through another housing program are eligible, as long as they cover separate cost types.** One example of this would be providing a security deposit for a participant in the HUD-VA Supportive Housing (HUD-VASH) program, which provides rental assistance and services.*

Question 11: What is the eligibility for the participant and what is required in determining that?

Response: *As stated in the RFI sections 1.III.A and B, eligible program participants must meet the HUD homeless requirements, the rapid re-housing eligible requirements and the income limit. The household must be at or below 50 percent (50%) of the Area Median Income (AMI); either homeless or at risk for homelessness, and requires an initial consultation with a case management, or other authorized representative who can determine the appropriate type of assistance to meet their needs.*

Question 12: What about the recent Homeless, can they be helped and what verification is necessary to show their loss of income?

Response: *As stated in the RFI sections 1.III.A and B, eligible program participants must meet the HUD homeless requirements, the rapid re-housing eligible requirements, and the income limits. The household must be at or below 50 percent (50%) of the Area Median Income (AMI); either homeless or at risk for homelessness, and requires an initial consultation with a case manage, or other authorized representative who can determine the appropriate type of assistance to meet their needs. Documentation to verify the loss of income may include, but not limited to severance letter from the employer, tax returns, and unemployment documents.*

Under the RFI HPB 2009-14, specific documentation to verify eligibility for assistance has not been determined, however based on the risk factors as stated in section 1.III.C, the Applicant should use this list in developing their program guidelines. Your program design should demonstrate the reasonableness and soundness of managing your program and its ability to provide the services to the potential participants.

Question 13: Can we use a volunteer for legal services? Can we provide legal services in house in consultation with a lawyer working pro bono? Or will a case manager coordinating with a lawyer from LASH or VLSH suffice?

Response: *To further define the RFI section II.V.2.d, the HUD Docket No. FR-5307-N-0, section V.A..2.d (pg17), states HPRP funds may be used for legal services to help people stay in their homes, such as services or activities provided by a lawyer or other person(s) under the supervision of a lawyer to assist program participant with legal*

advice and representation in administrative or court proceedings related to tenant/landlord matters or housing issues. Legal services for mortgages are not eligible.

The use of a lawyer by pro bono support meets within the requirements, as well a case manager providing coordination and assistance to the lawyer are in accordance with HUD Docket No. FR-5307-N-0.

Question 14: Do we need an expert in financial services to provide services?

Response: In accordance with the HUD Docket No. FR-5307-N-0 section V.A.2.e (pg. 17), does not require an expert in the field of “Credit Repair”, however in section 2.IV.A.2, Staffing Qualification, the Applicant must provide the minimal qualification and the knowledge and experience of your staff including resumes and relevant professional background/ experience for the staff position.

Question 15: Can we subcontract for services?

Response: Yes Sub-contracting is allowed

The Docket No. FR-5307-N-01, Notice of Allocation, Application Procedures, and Requirement for Homelessness Prevention and Rapid Re-housing Grantees under the American Recovery and Reinvestment Act of 2009, may be located at website: <http://www.hug.gov/recovery/hrp-notice.pdf>.

The RFI HPD 2009-14 Homelessness Prevention and Rapid Re-Housing may be located at the State Procurement Office; website <http://hawaii.gov/spo2/health/rfp103f/>

(End)